COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)
USER LEVEL
(COMPANY, BATTERY, TROOP)

A Brief Overview of the CSDP and Your Responsibilities

This brief overview addresses:

1. Identify concepts and guidelines for maintaining the CSDP at the user level.
2. How the CSDP is implemented at the user level.
3. The authority and purpose for the CSDP.
4. Unit level supervisory responsibilities.

DISCUSSION:

A. AUTHORITY FOR THE CSDP. The CSDP is directed per AR 710-2, para 1-13. The concepts and guidelines for establishing and maintaining the CSDP are found in AR 735-5, para 11-2. Purpose of the CSDP is to:

   1. *Establish supply discipline as regulatory guidance.* Supply discipline is defined as the compliance with established DA regulations to effectively administer supply economy. Supply economy is the conservation of materiel by every person dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish the task. Supply discipline applies to all levels, from contractor down to the user.

   2. *Standardize supply discipline requirements.* As a mandatory program, the CSDP is meant to simplify command, supervisory, and managerial responsibilities. This simplification is accomplished by (AR 710-2, para B-1b):

      (a) Compiling the various requirements so responsible persons are easily informed.

      (b) Standardizing evaluation requirements.

      (c) Formalizing follow-up procedures.

   3. *Providing responsible persons with a single listing of all existing supply discipline requirements.* A compilation of existing requirements is established as a Requirements Listings and are listed AR 710-2, App B, in Tables B-1 through B-6. Since you are attending the Unit Supply Course at PEC, the focus of the course instruction is per many regulatory requirements listed in Table B-1 (User Level). Table B-2 is the PBO Level listings and Table B-3 is the Parent Organization Level listings. The other tables

are for direct and general support activities well beyond the unit, PBO, and parent organization level and will not be discussed in detail.

4. *Make the Army more efficient regarding time spent monitoring subordinates' actions.* Regulatory requirements are identified in a single source listing (tables). Commanders, supervisors, supply NCOs and supply managers use it in daily performance of their supply duties and responsibilities. The tables outline regulatory requirement, administrative procedures, reference, and frequency (as needed or routine). As such, the tables are designed to guide and direct users in accomplishing regulatory task to standard, with minimal supervision.

5. *Eliminate repeat findings of noncompliance with policy.* The chain of command is involved when repeat findings are noted. The CSDP assists commanders in resolving noncompliance by enabling them to become aware of DA regulatory supply requirements. Commanders have several methods of enforcing compliance by subordinate personnel. These methods are a combination of:

(a) Leadership.

(b) Command emphasis.

(c) Training.

(d) Administrative measures.

(e) Disciplinary measures.

6. Serve as a checklist for internal management controls. The tables in Appendix B, AR 710-2, fully comply with the requirement for commanders and supervisors to implement internal management controls (AR 710-2, para 1-7a). Internal controls are commander/supervisory controls. Good internal controls are essential to achieving the proper conduct of Government business with full accountability for the resources made available. They also facilitate the achievement of management objectives by serving as checks and balances against undesired actions. In preventing negative consequences from occurring, internal controls help achieve the positive aims of commanders, supervisors, and supply managers.

B. ACHIEVING AND IMPLEMENTING THE PURPOSE OF THE CSDP. The CSDP is a commander's program. As such, the commander provides the personal interest and direction necessary to establish an effective CSDP.

1. The CSDP is incorporated into existing resources in the command to avoid redundancy of effort.

2. Supervisors use the requirements listing (applicable tables in AR 710-2, App B) in the normal performance of their duties.

3. Whenever an applicable requirement within the requirements listing cannot be completed, the immediate higher headquarters must be notified by the affected organization.

C. SUPPLY SERGEANT RESPONSIBILITIES (AR 710-2, para 1-13g & AR 735-5, para 11-4g):

1. Review the requirements listing within AR 710-2, App B. Become familiar with regulatory requirements. At the company/battery/troop level, Table B-1 contains the minimum requirements listing.

2. Use the listing as a guide in your routine performance of supply duties.

3. Become familiar with organizational CSDP policies and SOPs.

4. Report to your supervisor any applicable requirements within the listing that cannot be completed.

5. Be present with CSDP evaluators during their performance of CSDP evaluation duties. Use the evaluation process as a training opportunity.

6. During a CSDP evaluation, make on-the-spot corrections where possible.

7. Make sure CSDP evaluators document your questions and concerns regarding requirements that cannot be met due to matters beyond your or supervisor's control. Some evaluation findings of noncompliance may be due to circumstances beyond your control. It is the organization above your level that has the responsibility to elevate circumstances to the appropriate level capable of resolving the discrepancy. Additionally, ask the evaluators to document suggestions that you believe will improve supply operations and efficiency.

8. For each finding of noncompliance with regulatory standards during the evaluation, work with your supervisor in establishing suspense dates for resolution of discrepancies.

9. Use the copy of the evaluation to improve on supply operations.

SUMMARY

Evaluations are a necessary part of the CSDP in order to monitor performance. It is used to determine whether or not an organization is complying with regulatory guidance. Since the CSDP is a high visibility program designed for the commander, it receives much attention by higher level evaluators and inspection teams.

Using Table B-1, AR 710-2, App B, in the routine performance of supply duties will certainly attain organizational supply goals and meet the purpose of the CSDP. Regular use will strengthen your knowledge of regulatory requirements and procedures. Additionally, constant use will identify those requirements that cannot be met due to constraints beyond organizational control.

When this knowledge and skills are focused on organizational goals, they will bring about efficiency and growth in supply management, discipline, and economy.